LA 1.2

5/2/2/1- DLRRD 0009 (2026/2027)

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: 29 SEPTEMBER 2026 @ 11:00

NB: THERE WILL BE A BRIEFING SESSION FOR THIS BID.

DATE	PROVINCE	VENUE	TIME
14 September 2026	**GAUTENG**	600 Lilian Ngoyi Street Pretoria Auditorium	**10:00**
15 September 2026	**EASTERN CAPE**	Department of L and Reform and Rural Development, Block H, 15 Coutts Street, Quigney, East London	**10:00**
16 September 2025	**WESTERN CAPE**	2 Riebeck Street (Absa/Foreshure) Building Cape Town	**10:00**

TECHNICAL ENQUIRIES : **Mr Fhatuwani Mutangwa**
TEL : (012) 312 8283
EMAIL : Fhatuwani.Mutangwa@dlrrd.gov.za

BID RELATED ENQUIRIES **BIDS MANGEMENT UNIT**
TEL : (012) 312 8383/ 8381/ 9627
EMAIL **:** Bids@dlrrd.gov.za

NB: BID CLOSING ADDRESS:

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT
600 LILLIAN NGOYI STREET, PRETORIA, 0001

TECHNICAL PROPOSAL PART 1 OF 1

LA 1.1

land reform & rural development
Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Supply Chain and Facilities Management Services: **Sub-Directorate: Demand** and Acquisition Management Services: **Enquiries:** Mr Abie Olyn: **Tel:** (012) 312 8383

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

BID NUMBER: 5/2/2/1- DLRRD 0009 (2026/2027)
CLOSING TIME: 11H00 **CLOSING DATE: 29 SEPTEMBER 2026**

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), SBD1, SBD4, SBD 5, SBD 6.1 Credit Instruction forms, terms of reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. ***(failure to comply will disqualify your proposal)***

Yours faithfully

SIGNED
BIDS MANAGEMENT
DATE: 04 September 2026

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance

7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT					
BID NUMBER:	**5/2/2/1 DLRRD 0009 (2026/2027)**	CLOSING DATE:	**29 SEPTEMBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT					
600 LILLIAN NGOYI STREET, BEREA PARK					
PRETORIA					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Bids Management**	CONTACT PERSON	**Mr Fhatuwani Mutangwa**
TELEPHONE NUMBER	**(012) 312 8381/8383/9627**	TELEPHONE NUMBER	**(012) 312 8283**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Bids@dlrrd.gov.za	E-MAIL ADDRESS	Fhatuwani.Mutangwa@dlrrd.gov.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
1.5	**VALIDITY PERIOD: 120 DAYS**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
……
……

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;
b. the contractor and the DTI will sign the NIP obligation agreement;

c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number …….. Closing date:…….

Name of bidder……

Postal address …….

……

Signature…….. Name (in print)……..

Date……..

Js475wc

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

BID PROCESS (EQUAL OR BELOW R50 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and

(f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -

- Before 27 April 1994; or
- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

2.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

2.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system)**	**Percentage ownership equity (To be completed by the tenderer)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
A person historically disadvantages by unfair discrimination on the basis of race: provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizen by birth or descent; who become citizen of the Republic of South Africa by Naturalisation- a) Before 27 April 1994 I. On or before 27 April 1994 and who would been entitled to acquire	8		

citizenship by naturalisation prior to the date.			
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality (Promotion of SA owned enterprises)	3		

The number of points claimed for specific goals, are calculated as follow:

(I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:

- **Percentage ownership equity** x 8 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:

- **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:

- **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

(IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:

- **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

(V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:

- **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/ documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4.3 A consortium or joint venture may, based on the percentage of the contract value

managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(***Tick applicable box***)

YES		NO	

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: ...……%

ii) The name of the sub-contractor: ……..

iii) Points claimed for HDI by the sub-contractor: .....……..

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm: ……...

6.2. Company registration number: ……....

6.3. TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company
- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

[TICK APPLICABLE BOX]

6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

Annexure A

Instructions to Bidders

1. Indicate the province(s) for which your organization wishes to be accredited by placing a tick (✓) in the applicable column.
2. Bidders must be able to provide address of the existing office in any of the provinces by providing one of the following:
    - Attach municipal services account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months from the closing date of the bid **OR**
    - Letter from the Traditional Council or letter from the ward councillor on their letterhead not older than 3 months **OR**
    - Signed valid lease agreement in the name of the bidder or active director.
3. Bidders may select one or more provinces (with required supporting documents).
4. Accreditation for a province will only be considered where the required supporting documentation has been submitted as per above mentioned requirements.

Provincial Accreditation Selection

No.	Province	Accreditation Required (✓)
1	Eastern Cape	
2	Free State	
3	Gauteng	
4	KwaZulu-Natal	
5	Limpopo	
6	Mpumalanga	
7	Northern Cape	
8	North West	
9	Western Cape	

Declaration by Bidder

I/We hereby declare that the information provided in this Annexure is true and correct. I/We understand that the Department may verify any information provided and may request additional supporting documentation where necessary.

Authorized Representative: _____

Designation: _____

Signature: _____

Date: _____

Documents to be Attached for Each Province Selected

Requirement	Attached (Yes/No)
Proof of Office Presence	
Provincial Organogram	
Contact Details of Provincial Office	
Additional Supporting Documentation (if applicable)	

Note: Failure to submit the required supporting documentation for the province(s) selected may result in the province concerned not being considered for accreditation.

land reform & rural development
Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Private Bag X833, PRETORIA, 0001; 600 Lillian Ngoyi Street, PRETORIA, 0002
Tel: 012 – 312 8911; E-mail: queries@dlrrd.gov.za; Website: www.dlrrd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. PURPOSE

1.1 To establish a panel of suitably qualified and experienced service providers to render events management and coordination services on an as-and-when-required basis for a period of thirty-six (36) months.

1.2 The panel will support the department and ministry nationally in the planning, coordination, implementation, and management of official departmental events and exhibitions (physical and virtual/digital), including International, presidentially led, ministerial events and event related activities and or accessories.

2. BACKGROUND

2.1. The Department of Land Reform and Rural Development (DLRRD) has been tasked with the mandate of developing and implementing land reform, restitution, tenure reform, land administration and rural development programme.

2.2. As part of fulfilling its mandate, the department constantly holds major events such as but not limited to stakeholder engagement sessions, land handover ceremonies, workshops, national and international conferences, project site visits, commemorations, exhibitions and information sessions, etc.

2.3. In giving support to the departmental mandate and considering the limitations of normal supply chain processes, particularly considering urgent events, the department has resolved to bring on board a credible panel of service providers to assist the department with events management services for a period of 36 months.

3. CATEGORIES OF EVENTS

3.1 International Events

These are planned to include but not limited to gatherings, conferences, exhibitions, summits, sporting competitions, cultural festivals, or official ceremonies that involve participants, delegates, audiences, or stakeholders from more than one country, taking place within the borders of the Republic of South Africa.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

3.2 Presidential Events

These events refer to high-profile official events attended, hosted, addressed, or presided over by the President or the Deputy President. These events category requires amongst others, enhanced planning, security, protocol, logistics, media coordination, and stakeholder management due to the status of the President as Head of State and Head of the Executive or the Deputy President.

3.3 Ministerial Events

These events refer to official government events attended, hosted, addressed, launched, or presided over by a Minister, Deputy Minister, inter-ministerial or members of the Executive. These events are generally of strategic importance and require adherence to various standards including government protocol, security, communication, and stakeholder engagement requirements.

3.4 Official Departmental Events

These are official events organised, hosted, sponsored, or coordinated by the DLRRD in support of its mandate, strategic objectives, service delivery programmes, stakeholder engagement initiatives, and internal organisational requirements, to mention a few.

4. PROJECT SCOPE

4.1 The service provider shall provide comprehensive event management exhibition and coordination services for all the above-mentioned categories, physical or virtual on an as-and-when the need arises basis.

4.2 Services shall include but not limited to planning, venue sourcing/securing and coordination, technical setup, logistics management, catering coordination, décor, branding, stage construction, infrastructure (marquee etc) installation, health and safety compliance, and post-event reporting.

4.2.1 Events Planning and Coordination (where required with departmental Events Manager)

- Develop event concepts and implementation plans;
- Prepare detailed event programmes and schedules;
- Coordinate stakeholders, speakers, service providers, and attendees;
- Manage invitations, RSVP processes, registration, and attendee tracking.
- Provide onsite event coordination and supervision.

4.2.2 Venue and Logistics Management

- Source and secure suitable venues where required;
- Coordinate seating arrangements and venue layouts;
- Arrange transport and accommodation where applicable; and

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- Coordinate parking, access control, and directional signage.
- Provide high-quality marquees and tents suitable for indoor and outdoor events;
- Supply various marquee sizes depending on event requirements;
- Provide flooring, carpeting, side covers, lighting, and climate control where necessary;
- Ensure marquees are weather resistant and are structurally safe;
- All marquees and temporary structures must comply with applicable; and engineering and safety standards;
- The bidder must provide certified structural engineers for all marquee and stage installations;
- Structural stability certificates must be provided for all temporary structures;
- Engineers must inspect and certify compliance before commencement of events;
- All installations must comply with Occupational Health and Safety legislation and municipal requirements;
- Risk assessments and emergency evacuation procedures must be developed and implemented;
- Organise a welcoming cocktail event in conjunction with the Events Manager where applicable;
- Organise a gala dinner event in conjunction with the Events Manager where applicable;
- Organise Facilitators for events specific topics and themes in conjunction with Events Manager where applicable;
- Appointment of a cost-effective Master of Ceremonies, preferably someone with vast experience in the event topic or theme;
- Venue décor according to departmental Corporate Identity guidelines and event sponsor corporate identity manual;
- Entertainment by specific groups including cultural group/s for performance during the event;
- Confirmation and consolidation of guest lists (online or manual coordination);
- Sending out invitations and handling RSVPs for guests and delegates online or manual coordination);
- Designing and printing of programmes, maximum three design options per event;
- Designing of invitations;
- Procurement of branded promotional items and corporate gifts related for events;
- Secure Critical Thinking Forums and related for events; and
- Provide AV recordings including Hybrid connectivity, sound integration, screens/monitors;

- **Audio Visual Services including:**
  - Event livestreaming
  - Network (WiFi) Boosting
  - Teleprompter/ Autoque

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- Media Riser:
- Sign Language Interpretation
- Translation Services
- Transcription of proceedings
- Comprehensive close out report.
- Provision of a Certified Electrical Engineer to inspect, certify, and issue a valid Certificate of Compliance (CoC) for all electrical installations associated with the event.

4.2.3 INTERPRETERS, INTERPRETING EQUIPMENT, TRANSCRIPTION, TRANSLATION AND RAPPORTEURS

- It will be expected of the service provider to ensure that consecutive and simultaneous interpreting services are available at any event organised by the department, or where the need arises.
- The service of rapporteurs and note taking may be required from companies for certain conferences and workshops. The service provider shall source the provision of all necessary equipment, such as microphones, booths, headsets, etc., for interpreting in multiple venues.
- The service provider will ensure that the equipment provided is appropriate and technologically advanced and must provide pictures or proof thereof at the time of quotation.
- Sign Language Interpreters are also required.

4.2.4 CLEAN-UP MATERIALS

- Gloves & Masks
- Plastics
- Litter pickers
- Waste sacks
- Aprons

NB: It may be expected of the service provider to provide either all the above in an event or a selection of the above. Pictorial evidence of all implemented logistics should be submitted to the department representative after the event. Service Provider to ensure the activation of the Joint Operations Centre (JOC) in conjunction with the department's Security unit for all events and provide safety certification for all infrastructure erected for the event.

5. ROLES AND RESPONSIBILITIES

5.1. The DLRRD will be responsible for the following but not limited to:

- Planning all the events, outreach campaigns, and stakeholder engagements.
- Specifying (event specifications) areas that the service provider needs to focus on in the provision of particular events management services.
- Providing to the service provider clear venue specifications that are in tandem with the client and event needs.
- Providing continuous support to the Events Management service provider by approving and signing off on all issues.
- Provide guidance and direction on what is needed.

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- Share information with the company and provide funding for events the department initiates.

5.2 The Events Management Company will be responsible for the following but not limited to:

- Conducting all bookings and procurements of venues and all related facilities.
- Conducting the logistical arrangements such as procurement of catering and transport of communities, school learners, media, and stakeholders participating in the events, beneficiaries, guests, exhibitors, and including during outreach campaigns.

NB: Bidders providing catering services must submit a *Certificate of Acceptability (COA)* issued by the Environmental Health department of the local municipality, in accordance with Regulation R638 of 2018 (General Hygiene Requirements for Food Premises).

Submission of the Certificate of Acceptability (COA), must be mandatory whenever catering service is required. Failure to comply with this requirement will render the bid non-responsive.

- Payment of prices for institutions of learning competitors.
- Ensure that all services are cost-effective.
- Reporting on risk management issues.
- Ensure that a professional service is delivered to the department. In cases of poor performance, a company will be blacklisted

6. MANDATORY REQUIREMENTS

NB: Failure to submit/attach proof of the following requirements with the proposal will <u>disqualify</u> the bidder's proposal.

6.1 The bidder must submit existing cover for PUBLIC LIABILITY insurance policy or letter of intent in the name of the bidding company from a registered insurers not older than 6 months from the closing date of the bid. The Public Liability cover must be for a minimum value of R 1 000 000 (R1 million) for the duration of the contract. NB: If Service Providers opt to submit a comprehensive insurance cover, it MUST include a line item listed as PUBLIC LIABILITY to the value of (R1 million), **if the comprehensive insurance cover does not explicitly indicate PUBLIC LIABILITY it will render the bid proposal to be non-responsive.**

6.2 The bidder must complete ***Annexure A*** to indicate the province(s) for which accreditation is sought. For each province selected, the bidder must submit proof of the existing office in any of the provinces by providing one of the following: Municipal services account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months from the closing date of the bid <u>OR</u> Letter from the Traditional Council <u>OR</u> Letter from the Ward Councillor on their letterhead not older than 3 months <u>OR</u> Signed valid lease agreement in the

name of the bidder or active director. ***(Proof of address must be in a bidder's name or name of directors).***

6.3 **Bidders must attend physical compulsory briefing session.**

6.3.1 A bidder shall be required to attend **at least one (1)** of the scheduled compulsory briefing sessions at any of the designated venues. (**Western Cape OR Gauteng OR Eastern Cape)**

NB: Attendance at any one (1) of the scheduled compulsory briefing sessions shall be deemed sufficient to meet the requirement. Attendance at a briefing session in a particular province does not limit the bidder to that province; bidders may apply for accreditation in any of the nine (9) provinces, regardless of where the compulsory briefing session was attended.

7. DURATION

7.1 The duration of the Panel shall be for a period of 36 months.

Once enlisted to the panel, the allocation of work will be done in the form of a Request for Quotation (RFQ) or Request for Proposal (RFP) where members of the panel will be sent a project specification schedule of quantities or scope of work for pricing.

7.2 The **panel duration** refers to the overall period during which the appointed service providers remain eligible to receive task orders from the department. Appointment to the panel does not constitute a guarantee of work, minimum expenditure, or a commitment that any service provider will receive a task order.

7.3 Each **project-specific task order** shall have its own defined scope of work, commencement date, completion date, deliverables, milestones, and contractual period, as determined by the requirements of the specific project.

8. ADMINISTRATIVE REQUIREMENTS

8.1 **Central Supplier Database (CSD**) registration.

- 120 days validity period
- **Bidders are requested to indicate the province(s) for which their organisation wishes to be accredited by placing a tick (✓) in the applicable column as per Annexure A attached and strictly followed the requirements of Annexure A form to be correctly accredited.**

9. METHOD OF PAYMENT

9.1 Costing for services required by DLRRD will be required during the RFQ process where bidders will be competing for the services as per the specific task order or scope of work.

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- Payment will be made in Rands only.
- Every invoice payment will be made within 30 days on receipt of valid invoice

10. EVALUATION CRITERIA

10.1 This bid shall be evaluated in one stage. On first stage bids will be evaluated on functionality as stipulated below:

a. **Evaluation of Functionality**

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

The applicable values that will be utilized when scoring each criterion ranges from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
ABILITY CAPACITY	**Project Team Leader** to be utilised in the execution of the project must have NQF 6 Project Management or Events Management or Travel and Tourism or Hospitality or Marketing, or Public Relations. Must have 5 -7 years in events management. **NB: Attach detailed CV. ID and qualifications must be certified copies should not be older than 6 months from the date of the closing of the bid)**	**30**
FIRMS PREVIOUS EXPERIENCE	Company must have a combined 5-7 years' company experience in event management for a physical event with a minimum of 300 -500 attendance. (**Attach a Portfolio of evidence**: Completion Certificates OR Reference letters.	**20**
KEY RESOURCES	**Sound Electrician (Technician)** with a minimum of 5 years' experience in sound engineering (Detail cv demonstrating the relevant experience).	**10**
	Graphic Designer with minimum NQF level 6 in graphic design and minimum of 5 years' experience in graphic design (CV) to be attached.	**10**
	Food Service Practitioner with a minimum NQF level 6 in Food Service Management and minimum of 5 years' experience in food service management.	**20**

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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
PROPOSED METHODOLOGY	Broad proposed methodologies in line with the scope of work. Proposed work schedule with clear milestones and timeframes. (attach a detailed project plan). Flexibility in customer service in terms of turnaround times regarding problem solving.	**10**
TOTAL POINTS ON FUNCTIONALITY		**100**

The Bids that fail to achieve a minimum of 60 points out of 100 points for functionality will be disqualified.

ABILITY AND CAPACITY SCORING GUIDE:

Score	Rating	Scoring Guide
5	**Excellent**	**Team Leader** possesses NQF Level 6 qualification (or higher); certified qualification submitted; CV clearly demonstrates more than 10 years' events management experience.
4	**Very Good**	**Team Leader** possesses NQF Level 6 qualification (or higher); certified qualification submitted; CV demonstrates 8–10 years' events management experience.
3	**Good**	**Team Leader** possesses NQF Level 6 qualification (or higher); certified qualification submitted; CV demonstrates 6–7 years' events management experience.
2	**Average**	**Team Leader** possesses NQF Level 6 qualification (or higher); certified qualification submitted; CV demonstrates between 3 to less than 5 years' events management experience.
1	**Poor**	**Team Leader** possesses NQF Level 6 qualification (or higher); certified qualification submitted; CV demonstrates between less than 3 years' relevant events management experience.

FIRMS EXPERIENCE SCORING GUIDE:

Score	Rating	Scoring Guide
5	**Excellent**	Demonstrates a combined more than 10 years' company experience in events management with a minimum of 701 or more audience per event. **Attach a Portfolio of evidence:** Completion certificates/reference letters.
4	**Very Good**	Demonstrates a combined 8–10 years' company experience in events management with a minimum of 501 - 700 audience per event. **Attach a Portfolio of evidence:** completion certificates/reference letters.
3	**Good**	Demonstrates a combined 5–7 years' company experience in

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		events management with a minimum of 300 -500 audience per event. **Attach a Portfolio of evidence:** completion certificates/reference letters.
2	**Average**	Demonstrates between three (3) to less than five (5) years' experience in events management with a minimum of less than 300 audience per event. **Attach a Portfolio of evidence:** completion certificates/reference letters.
1	**Poor**	Demonstrates less than three (3) years' experience in events management with a minimum of less than 300 audience per event. (**Attach a Portfolio of evidence**: completion certificates/reference letters.

NB: The department will verify the authenticity of reference letters. Where such reference letter cannot be confirmed it will not be accepted.

Each reference letter must be on the client's official letterhead, signed, dated, clearly indicate the name and designation of the signatory, the client's contact details (telephone number and email address), a description of the project or services rendered, the contract/project value, the start and completion dates, and confirmation that the project or services were successfully completed.

The bidder is responsible for ensuring that the contact details (telephone number and email address) provided in the reference letters are verifiable and enable the department to successfully conduct its verification process.

KEY RESOURCES GUIDELINES

SOUND ELECTRICIAN (TECHNICIAN)

Score	Rating	Scoring Guide
5	**Excellent**	CV or Profile that demonstrates more than 10 years' sound engineering experience. Extensive experience in planning, installing, operating, and troubleshooting professional sound systems for **large-scale, high-profile, national, international, ministerial, or presidential events.** Demonstrates advanced knowledge of digital sound systems, live sound mixing, acoustic management, and complex event production.
4	**Very Good**	CV or Profile that demonstrates 8–10 years' sound engineering experience.

		Attach CV or profile demonstrating knowledge and technical skills on providing sound engineering services.
3	**Good**	CV or Profile that demonstrates 5–7 years' sound engineering experience. Attach CV or profile demonstrating knowledge and technical skills on providing sound engineering services.
2	**Average**	CV or Profile that demonstrates minimum of 3 to less than 5 years' sound engineering experience. Attach CV or profile demonstrating knowledge and technical skills on providing sound engineering services.
1	**Poor**	CV or Profile that demonstrates minimum of less than 3 years' relevant sound engineering experience. Attach CV or profile demonstrating knowledge and technical skills on providing sound engineering services.

GRAPHIC DESIGNER

Score	Rating	Scoring Guide
5	**Excellent**	**Graphic Designer** possesses NQF Level 6 qualification or higher. CV or Profile that demonstrates more than 10 years' experience in graphic design. Attach CV or Profile demonstrating the required years of experience in producing graphic design work for events or promotional material or branding.
4	**Very Good**	**Graphic Designer** possesses NQF Level 6 qualification or higher. CV or Profile that demonstrates 8–10 years' experience. Attach CV or Profile demonstrating the required years of experience in producing graphic design work for events or promotional material or branding.
3	**Good**	**Graphic Designer** possesses NQF Level 6 qualification or higher. CV or Profile that demonstrates 5–7 years' experience in graphic design. Attach CV or Profile demonstrating the required years of experience in producing graphic design work for events or promotional material or branding.
2	**Average**	**Graphic Designer** possesses NQF Level 6 qualification or higher and demonstrates 3 to less than 5 years of experience. Attach CV or Profile demonstrating the required years of

		experience in producing graphic design work for events or promotional material or branding.
1	**Poor**	**Graphic Designer** possesses NQF Level 6 qualification or higher and demonstrates less than 3 years of experience. Attach CV or Profile demonstrating the required years of experience in producing graphic design work for events or promotional material or branding.

FOOD SERVICE PRACTITIONER

Score	Rating	Scoring Guide
5	**Excellent**	**Food Service Practitioner** possesses NQF Level 6 qualification or higher. CV demonstrates more than 10 years' experience in food service operations for events or similar nature. Attach CV or Profile demonstrating the required qualification and required years of experience in food service operations for events or similar nature.
4	**Very Good**	**Food Service Practitioner** possesses NQF Level 6 qualification or higher. CV demonstrates 8–10 years' experience in food service operations for events or similar nature. Attach CV or Profile demonstrating the required qualification and required years of experience in food service operations for events or similar nature.
3	**Good**	**Food Service Practitioner** possesses NQF Level 6 qualification or higher. CV demonstrates 5–7 years' experience in food service operations for events or similar nature. Attach CV or Profile demonstrating the required qualification and required years of experience in food service operations for events or similar nature.
2	**Average**	**Food Service Practitioner** possesses a relevant NQF Level 6 qualification or higher but demonstrates 3 to less than 5 years of experience. Attach CV or Profile demonstrating the required qualification and required years of experience in food service operations for events or similar nature.
1	**Poor**	**Food Service Practitioner** possesses a relevant NQF Level 6 qualification or higher but demonstrates less than 3 years of experience.

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		Attach CV or Profile demonstrating the required qualification and required years of experience in food service operations for events or similar nature.

PROPOSED METHODOLOGY

Score	Rating	Scoring Guide
5	**Excellent**	The methodology demonstrates an exceptional understanding of the scope of work and provides a comprehensive implementation approach. The project plan is detailed, logical and includes clearly defined activities, deliverables, milestones, responsibilities, dependencies and realistic timeframes. Comprehensive quality assurance, risk management and contingency measures are included. The customer service strategy demonstrates excellent responsiveness, including 24/7 support where required, rapid problem resolution, escalation procedures, and the ability to accommodate urgent changes without compromising service delivery. Proof of registration as a member of events management associations or bodies (either registered as company or registered individuals of the company)
4	**Very Good**	The methodology demonstrates a very good understanding of the scope of work with a well-structured implementation approach. The project plan includes clear activities, milestones, responsibilities and realistic timeframes. Quality management and risk mitigation measures are adequately addressed.
3	**Good**	The methodology adequately addresses the scope of work and demonstrates a satisfactory implementation approach. Basic quality control and risk management measures are included. The customer service approach demonstrates reasonable responsiveness and acceptable turnaround times.
2	**Average**	The methodology addresses only part of the scope of work and lacks sufficient detail in certain areas. The project plan contains limited milestones or incomplete timeframes. Risk management, quality assurance and customer service arrangements are generic or insufficiently detailed. Limited flexibility for responding to urgent requests is demonstrated.
1	**Poor**	The methodology provides minimal understanding of the scope of work. The project plan is incomplete, lacks logical sequencing, milestones or realistic timeframes. Little or no evidence of quality management, risk mitigation or customer service processes is provided. The proposal provides limited confidence in the bidder's ability to deliver the required services.

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11. CONFIDENTIALITY CLAUSE

11.1 The service provider agrees to keep confidential all records and information of, or related to the department obtained in any manner whatsoever by the service provider, and not to disclose such records or information to any third party without the department's prior written consent.

11.2 The service provider will be expected to sign a confidentiality agreement with the DLRRD prior to commencement of the contract.

12. TERMS AND CONDITIONS FOR THE BID

12.1 Awarding of the bidder will be subject to the service provider's acceptance of the Department of Land Reform and Rural Development (DLRRD) General Conditions of contract.

12.2 Only suitably qualified and professionally accredited interpreters and translators may be utilised during the specific task order.

12.3 Bidders must provide proof of accreditation, registration, or active membership with a recognised professional language body such as the South African Translators' Institute (SATI), South African Language Practitioners' Council (SALPC), International Association of Conference Interpreters (AIIC), or an equivalent recognised professional body.

12.4 The department reserves the right to verify such accreditation and reject personnel whose accreditation cannot be confirmed.

12.5 The department reserves the right to terminate the panel appointment in the event that there is clear evidence of non-performance, by the service provider(s) in the panel.

12.6 This proposal is not an offer to purchase any services or materials, and the DLRRD will not incur or be liable for any costs associated with the preparation of this proposal.

12.7 This RFP (request for proposal) has been prepared by DLRRD and is being furnished to those potential service providers who might wish to prepare a proposal to address the business requirements.

12.8 The information contained in this RFP has been prepared to guide interested parties in making their own evaluation and does not purport to contain all the information that service providers may require, while every attempt will be made to provide thorough, accurate information.

12.9 DLRRD shall have no liability for any inaccuracies that may be contained in this RFP, or any accidental omissions from this RFP. Nothing contained in this RFP can

be relied upon as a commitment, guarantee or representation regarding future events or performance.

12.10 The DLRRD is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide service to the department via the procurement process.

12.11 Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project unless prior written consent has been granted by the department.

12.12 No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the department, except where duly authorised to do so in writing by the department.

12.13 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the service provider shall be vested in the department.

12.14 The successful service provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the department.

13. UTILISATION OF SERVICE PROVIDERS FROM ADJACENT PROVINCES

13.1 Where there are insufficient number of appointed service providers available within a particular province to meet the department's operational or project requirements, the department reserves the right to utilise suitably appointed service providers from the **nearest or most adjacent province(s)**.

13.2 The motivation to utilise service providers from another province shall only be done once approval is granted by the Director Logistics and Asset Management.

14. ENQUIRIES

Query	Name	Contact Details
Technical	Mr Fhatuwani Mutangwa	012 312 8283 / 071 370 7801 Fhatuwani.Mutangwa@dlrrd.gov.za
SCM	Bids Management	(012) 312 8383/ 8381/ 9627 Bids@dlrrd.gov.za

15. PUBLICATION

- Tender E-Portal
- Departmental website
- Compulsory Briefing Session